

**Gordon Ford College of Business  
Administrative Council Meeting**

Minutes

January 28, 2016

9:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Chris Brown, Bob Hatfield, Paula Potter, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding. Dr. Mark Ciampa was a guest.

Dr. Katz welcomed Dr. Mark Ciampa, chair of the Strategic Planning Council. Dr. Ciampa asked GFAC for recommendations on increasing the membership of the SPC. GFAC suggested changing the date and time of the SPC, as well as the location and offering food. Dr. Ciampa asked GFAC to please share any feedback or ideas with him.

Dr. Katz asked for approval of the minutes from January 14, 2016. Dr. Hatfield made a motion to approve and Dr. Potter made a second motion to approve the minutes. The minutes were approved by the GFAC.

Dr. Katz shared updates from the recent CAD meeting. He shared a proposal for high enrollment incentives for summer sessions and winter terms. There was a brief discussion about the KY budget and how it impacts WKU. Dr. Katz announced Center and Program reports are due by February 1<sup>st</sup>. He said the Chamber Dinner is scheduled for February 11th. Dr. Katz announced the plans for the Mid-American Business Deans Association meeting in October and invited GFAC to attend.

Dr. Trawick announced an internship coordinator, Ms. Monica Duvall, has been hired and will begin on February 22<sup>nd</sup>. She reminded GFAC that staff appraisals are due February 5<sup>th</sup>. Dr. Trawick said the Mentoring Breakfast has been rescheduled for Thursday, February 4<sup>th</sup>. Dr. Brown shared the efforts of the new Finance Marketing Committee. Dr. Potter announced the Management Department has hired Dr. Mariah Yates for the fall of 2016. Dr. Carey shared upcoming speakers for the Economics Department and said the recent beer study is complete. Dr. Hatfield announced the summer research grant deadline is March 15<sup>th</sup>. He also said the RCAP deadline is February 8th and should be shared with Dr. Hatfield before February 15<sup>th</sup>. The Student Research Conference will be held April 2<sup>nd</sup> and the deadline for participation is February 19<sup>th</sup>. Dr. Shannon announced room renovations in 459 and 435 are mostly complete. He also said the dual credit program is expanding to Greene County. The search for the social media position continues.

Dr. Trawick distributed a copy of the policy for scheduling Grise Hall 530. She explained a policy is not available for the auditorium and asked GFAC for their feedback on how to handle requests. She will update the current policy for GH 530 and make it relevant to the auditorium. She will present a draft at the next meeting. There was a discussion about offering a lottery for the first semester and rotation thereafter.

Dr. Trawick distributed the proposed prioritized list for equipment requests for funding by Academic Affairs. She shared the changes and asked for approval from GFAC. Dr. Wells made a motion to approve the priority list, Dr. Hatfield made a second motion, and GFAC approved it.

Dr. Katz previously asked GFAC to look at the DELO class definitions. GFAC would like to see the proposed fee structure changes.

Dr. Katz concluded the meeting by asking GFAC to think about developmental opportunities for the summer. The meeting ended at 10:45 a.m.